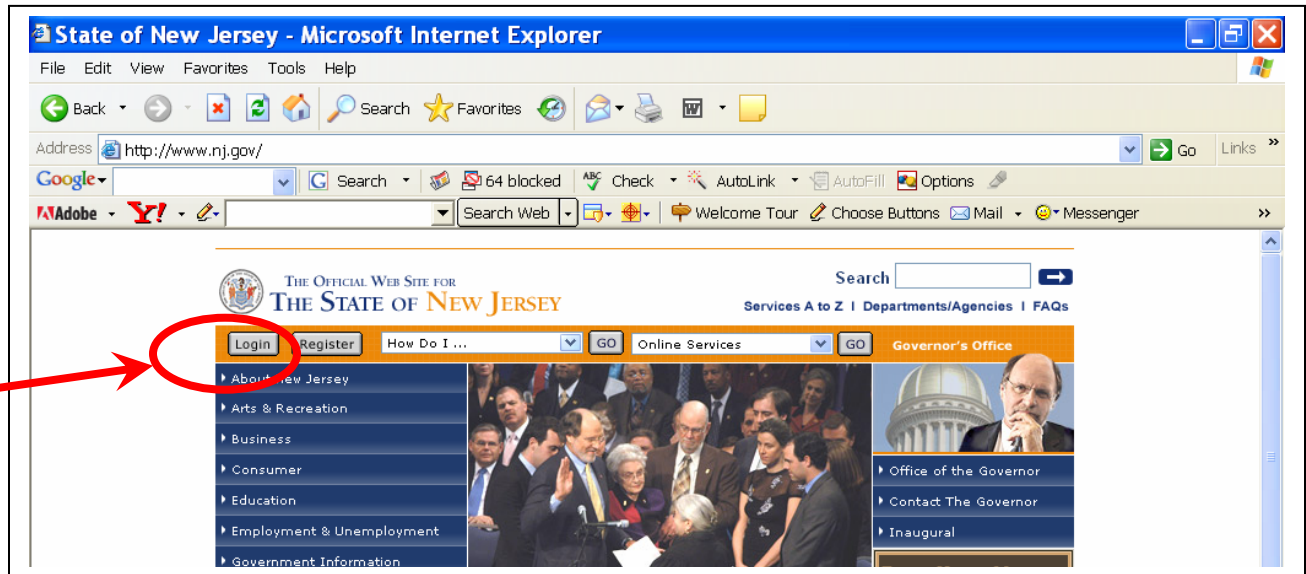


## Instructions for accessing the “Member Only” portions of the NJPHEN Web Site on the NJ State Portal

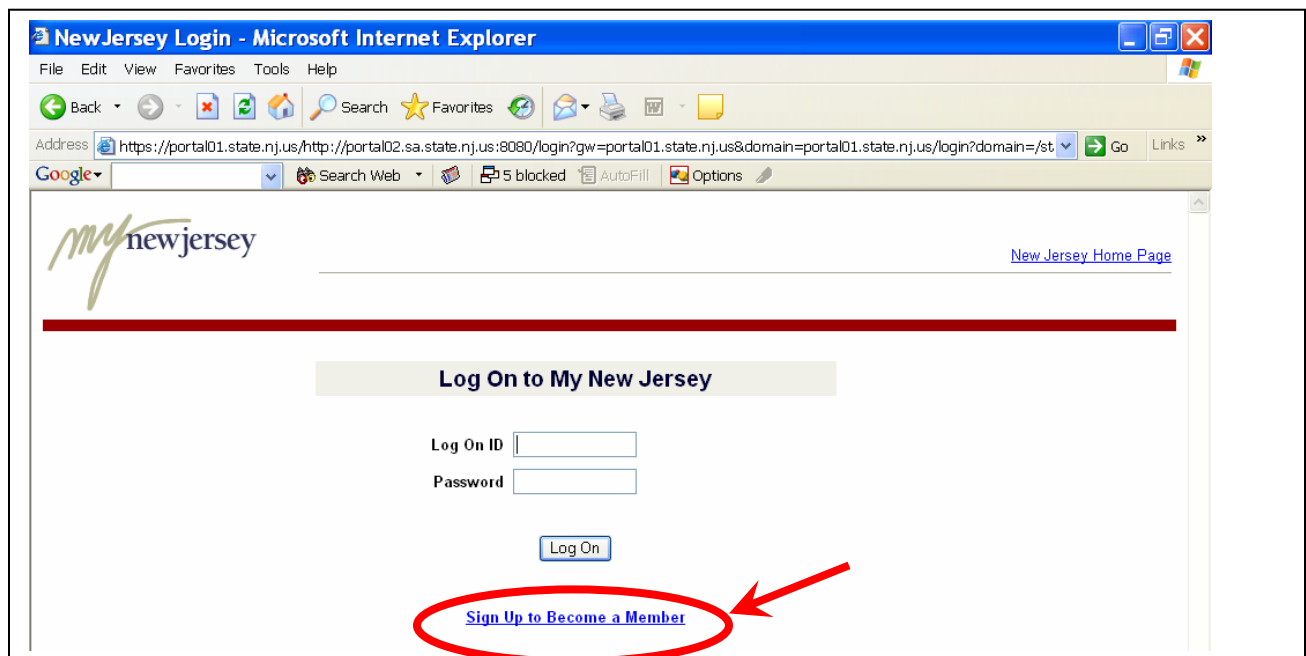
**\*\* In order to complete this process, you will need the authentication code from the “Authentication code for NJ Prev. health Education Network” email sent to you. \*\***

1. Go to the NJ State homepage at <http://www.newjersey.gov>.
2. In the upper left hand corner, click the “Login” button. See screen below:



3. After clicking “Login”, you will be taken to the screen shown below. Click the “Sign up to Become a Member” link. This will allow you to set up a log on ID and password. You only need to do this step once.

(NOTE: If you have previously registered on the NJ Portal, use this screen to log on with your Log On ID and password and then skip to Step 5.)



4. You will be taken to the screen shown below. On this screen:
- Create your own log on ID. It can be your initial and last name (such as jdoe) or something else you will easily remember.
  - Enter a password that you will remember.
  - Fill out the rest of the form, including a question and answer in case you forget your password. (Be sure it is a question you remember the answer to.)
  - Click “Submit this form.”

The screenshot shows a Microsoft Internet Explorer browser window titled "Untitled Document - Microsoft Internet Explorer". The address bar displays the URL: <https://portal01.state.nj.us/http://portal02.sa.state.nj.us:8080/login/NJLoginNewUser>. The page content includes a "Sign Up Now" section with the text: "To use My New Jersey you need to sign up for a User ID and Password." Below this is a "Create Your My New Jersey ID" section with three input fields: "Log On ID", "Password", and "Confirm Password". Further down is an "In case you forget your password" section with the text: "If you forget your password, we'll ask the challenge phrase you provide to us. If you answer the challenge phrase correctly, we'll send you a new password to the email address you provide now, so make sure it is correct." This section has two input fields: "Question we'll ask" and "Your answer".

**Sign Up Now**  
To use My New Jersey you need to sign up for a User ID and Password.

**Create Your My New Jersey ID**

Log On ID

Password

Confirm Password

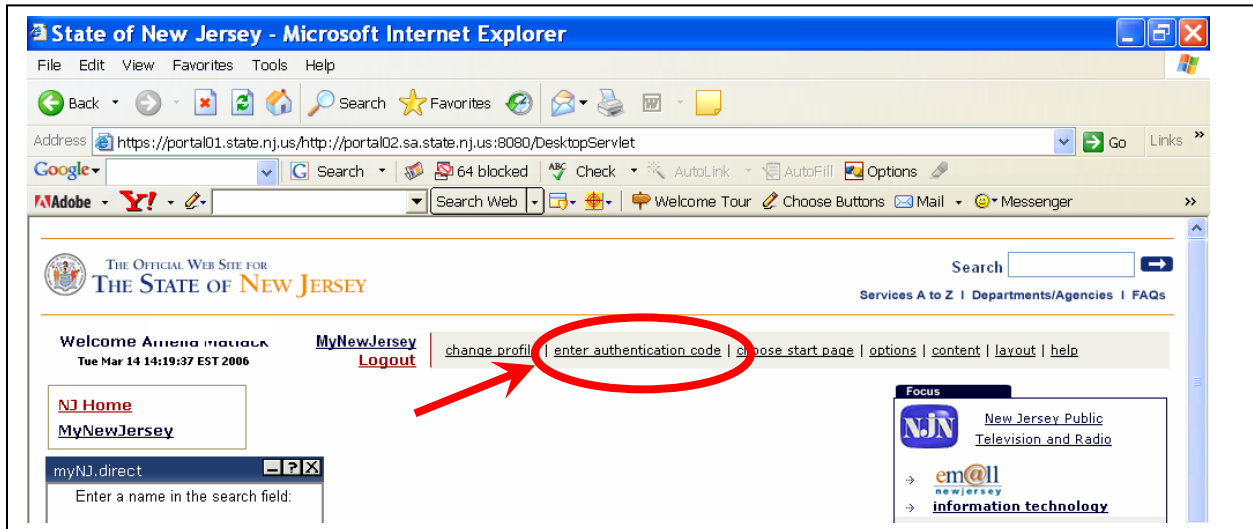
**In case you forget your password**  
If you forget your password, we'll ask the challenge phrase you provide to us. If you answer the challenge phrase correctly, we'll send you a new password to the email address you provide now, so make sure it is correct.

Question we'll ask

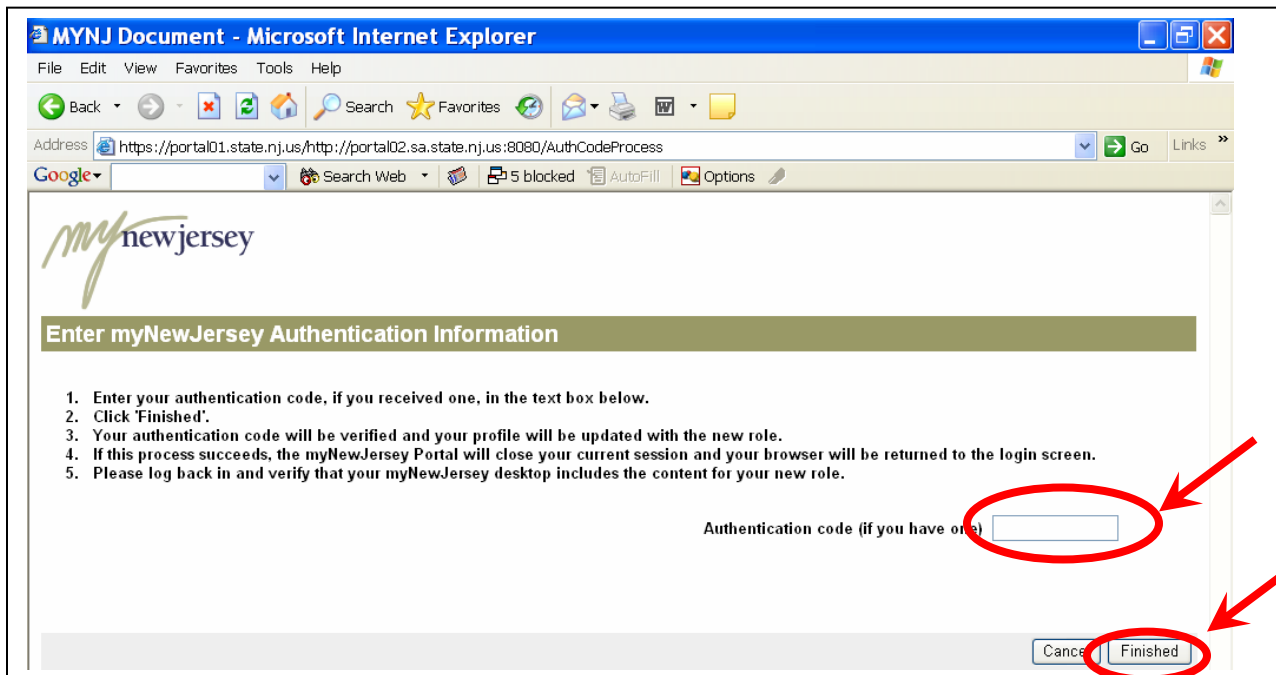
Your answer

Now you need to enter your authentication code...

5. Log on to the NJ Portal ([www.newjersey.gov](http://www.newjersey.gov)) using the ID and password you just created (or previously created). Once you have logged in, click the “Enter Authentication Code” link at the top of the screen. See below.



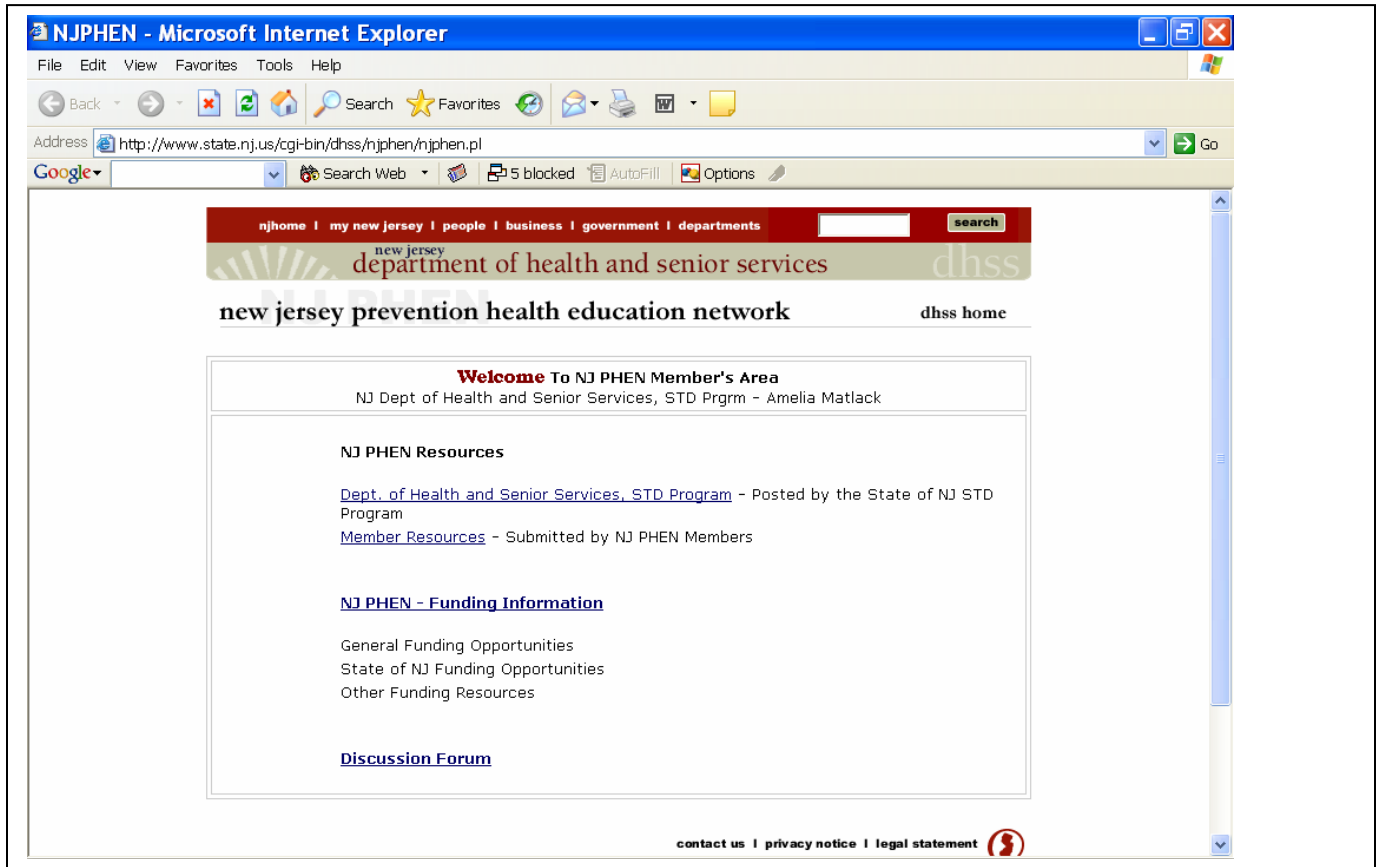
6. On the next screen (see below), enter the authentication code that you received in your email. You can do this by typing it in or cutting and pasting it from the email. When you are finished, click “finished” button. The system will automatically log you out.



7. Log back into the portal. In the left hand column under “DHSS Applications”, you should see a link to the NJPHEN Member Area. Click this link. If you do not see this link, try clicking “My New Jersey” (see screen below).

The screenshot shows the State of New Jersey portal in Microsoft Internet Explorer. The browser window title is "State of New Jersey - Microsoft Internet Explorer". The address bar shows the URL: <https://portal01.state.nj.us/http://portal02.sa.state.nj.us:8080/DesktopServlet>. The page header includes the State of New Jersey logo and the text "THE OFFICIAL WEB SITE FOR THE STATE OF NEW JERSEY". A search bar is located in the top right corner. The main content area displays a welcome message for "Amelia Matlack" dated "Tue Mar 14 14:21:38 EST 2006". Below this, there are links for "MyNewJersey" and "Logout". A navigation bar contains links: "change profile", "enter authentication code", "choose start page", "options", "content", "layout", and "help". The left sidebar contains several sections: "NJ Home" with a link to "MyNewJersey" (highlighted with a red arrow), "myNJ.direct" search, "Discussion Forum" with links to "NJPHEN Member ... more", "Events", "Of Interest.....", and "Professional Opportunities", "Document Library" with a search bar and filters, and "DHSS Applications" with links to "DHSS Intranet", "DHSS LotusNotes", and "NJPHEN Member Area" (circled in red). The right sidebar features a "Focus" section with links to "New Jersey Public Television and Radio", "em@ll newjersey", and "information technology", a "Children Needing Families" section, a "Have you considered Foster Care or Adoption?" section with links to "NJ Foster Care" and "NJ Adopt", and a "myNJ.earthWatch" section with weather information for Trenton, NJ, and a table for "This Afternoon", "Tonight", and "Wednesday" showing breezy conditions and temperatures. The bottom of the page shows the "Internet" icon in the taskbar.

## NJPHEN Member Area:



***\*\*You only need to go through this process one time. After this, you will simply need to log in with your Login ID and password to access the NJPHEN member portions of the portal.\*\****

**If you need assistance with this process,  
contact the Dept. of Health Information Technology Help Desk at  
(609) 984-0224 or email [helpdesk@doh.state.nj.us](mailto:helpdesk@doh.state.nj.us).**